

TAB

Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030031-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans, Research and Development Staff DATE: 15 September 1953

FROM : Chief, Processing and Records Division

SUBJECT: Delivery and Pick-Up of Personnel Office Mail. # 76-53

1. It is suggested that a Personnel Director Memorandum covering the above subject be issued incorporating the information given below:

a. The following schedule for the delivery and pick-up of mail from and to Room 29-125, Central Mail room, for the Personnel Office is issued, effective immediately:

a.m.	p.m.
9:30	1:40
10:30	2:45
11:45	4:10

This schedule is based on the pick-up and delivery of mail from and to the Office of General Services, Mail Control Section.

b. The mail will be picked up and delivered six times daily, at the following locations only:

Assistant Director of Personnel	29-223 - 2nd Floor
Personnel Director	
Deputy Personnel Director (Special)	
Deputy Personnel Director (General)	
Plans, Research & Development Staff	2-D 2nd Floor
Spec. Contract., Allow. & Process. Staff	29-226 - 2nd Floor
Classification & Wage Division	29-208 - 2nd Floor
Employee Services Division	1522-E - 1st Floor
Personnel Procurement Division	1404-D - 1st Floor
Placement & Utilization Division	26-F 1st Floor
Military Personnel Division	29-205 - 2nd Floor
P4RD	29-125 1st Floor

2. It would be appreciated if any questions concerning the above be directed to the Chief, Processing and Records Division (x2901).



STATINTL